

9 February 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Space Planning

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1. Present were Messrs. [REDACTED] OL; Bannerman, Coffey

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2. Mr. Bannerman opened the meeting by outlining what seemed to him to constitute "a new ball game" in space planning, since it is next to impossible to convince Mr. Helms that any additional space should be acquired. At the same time, new projects continue to be approved and existing space flexibility has shrunk to 500 square feet. At the present time, there are requirements for Target Oriented Display and DD/P expansion space. Mr. Bannerman sees a need to use our space planning expertise to plan ahead rather than awaiting requirements. He has in mind the Building Planning Staff surveying each Directorate's holdings to ascertain what flexibility might be gained from rearrangement or reassignment, particularly in such space as conference rooms; in other words, to take the initiative in space planning rather than responding to requests.

3. In view of the fact that we are not going to get a new building for a long time and that space available will be relatively static, Mr. Bannerman suggested that the Building Planning Staff review the dispersed offices with an eye to regrouping one or more of them, suggesting the Office of Communications or Security as possibilities. He pointed out the need for interface with the Technical Facilities Committee in connection with cable/cryptographic links to outlying Federal locations, and [REDACTED] suggested that [REDACTED] sit as an observer with [REDACTED] Committee. [REDACTED] pointed out that he will have to contact the components in connection with this study. It was agreed that, prior to reducing this change of direction to writing, they would try a pilot study on one office, probably the Office of Communications.

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4. Mr. Bannerman still wants consideration of [REDACTED] as possibilities for space conversion, even to the extent of considering major renovation to make occupancy possible. He emphasized that he believes much

of the review can be a paper exercise since they already have the basic tools and information on Agency space. He also mentioned that he has scheduled a meeting tomorrow with [REDACTED] and others, since it appears that approvals are being given without consideration of space requirements. [REDACTED] promised to prepare a related summary of the present status including what they have asked for. He mentioned that they have no current information on [REDACTED] needs. In response to [REDACTED] question, Mr. Bannerman did not rule out laying groundwork for such things as A&E and even construction in the five-year program.

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5. [REDACTED] then reviewed the alternative concepts for additional space through construction which have been developed thus far. Those illustrated in chart form included a dispersed concept using the various locations in or near the Headquarters grounds, a two-prong concept and use of BPR space to accommodate NPIC and [REDACTED]. An assumption paper will be sent to Mr. Bannerman in a week or so which will provide the alternative to guide planning -- smaller versus larger Agency, etc. Mr. Bannerman requested a summary of the [REDACTED] figures, which was furnished by [REDACTED]

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Deputy Chief, DD/S Plans Staff

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